

**PORTERVILLE DEVELOPMENTAL CENTER****JOB OPPORTUNITY BULLETIN****SENIOR ACCOUNT CLERK**

<b>SALARY RANGE:</b>	<b>\$2,758 - \$3,455</b>
<b>TENURE/TIME BASE:</b>	<b>Full-Time/Limited-Term (12 month)</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Administration/Trust Office</b>
<b>FINAL FILING DATE:</b>	<b>December 29, 2016</b>
<b>JOB CONTROL #:</b>	<b>JC-46890</b>

**One, Full-Time, Limited-Term position in Administration/Trust Office.**

**DESCRIPTION OF DUTIES:** Under the direction of the Patient Benefit & Insurance Officer I and in accordance with established procedures, the position provides sub-professional accounting work required in the maintenance of client financial records. This position is responsible for the preparation, processing, and maintenance of statistical and financial client records, processing daily transactions for employees and clients, back up to Cashier Window, disbursing employee pay warrants, prepares Purchase Orders for vendor payment, audits invoices of client purchases and prepares various reports.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatements, and employee transfers) or must be list eligible as a result of taking an examination.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678) by the Final Filing Date. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Applications with "see resume" in the job duties, will be considered incomplete and will not be processed. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

**Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.